



**Planning & Development Department
Planning & Engineering Divisions
Monthly Report for July 2010
August 17, 2010**

Activity

- [Land Use Applications](#) – There were 2 applications compared to 7 in 2009.
- [Pre-Submittal Applications](#) – There were 6 applications compared to 0 in 2009.
- [City Council](#) – City Council heard 2 land development projects compared to 2 in 2009.
- [Planning and Zoning Commission](#) – There were 2 projects heard compared to 2 in 2009.
- [Board of Adjustment](#) – There were no variance requests heard compared to 0 in 2009.
- [Fence Permits](#) – There were a total of 22 applications compared to 9 in 2009. Average number of days to approve was 2.1 business days.
- [Sign Permits](#) – There were a total of 15 applications compared to 14 in 2009. Average number of days to approve was 6.2 business days.
- [Right-of-Way Permits](#) – There were 4 permits issued compared to 2 in 2009.
- [Subdivision Improvement Agreements](#) – There were no SIA's submitted compared to 1 in 2009.
- [Construction Drawings](#) – There were 2 CD applications compared to 2 in 2009.
- [Infrastructure Inspection](#) – There were 16 individual projects/sites inspected this month. City staff spent a total of 75 hours performing these inspections compared to 110 hours in 2009.
- [CMRS Permits](#) – There was 1 permit issued compared to 0 in 2009.
- [Other Fees](#) – There was \$8,328 in revenue collected in 2010 and 0 in 2009.
- **Visitors** – There were 93 visitors; an average of 4.4 per work day.
- **Customer Surveys** – Surveys were received from Code Enforcement, Building and P&D clients. Overall the feedback has been positive. Staff will continue to make improvements based upon suggestions.

Revenue

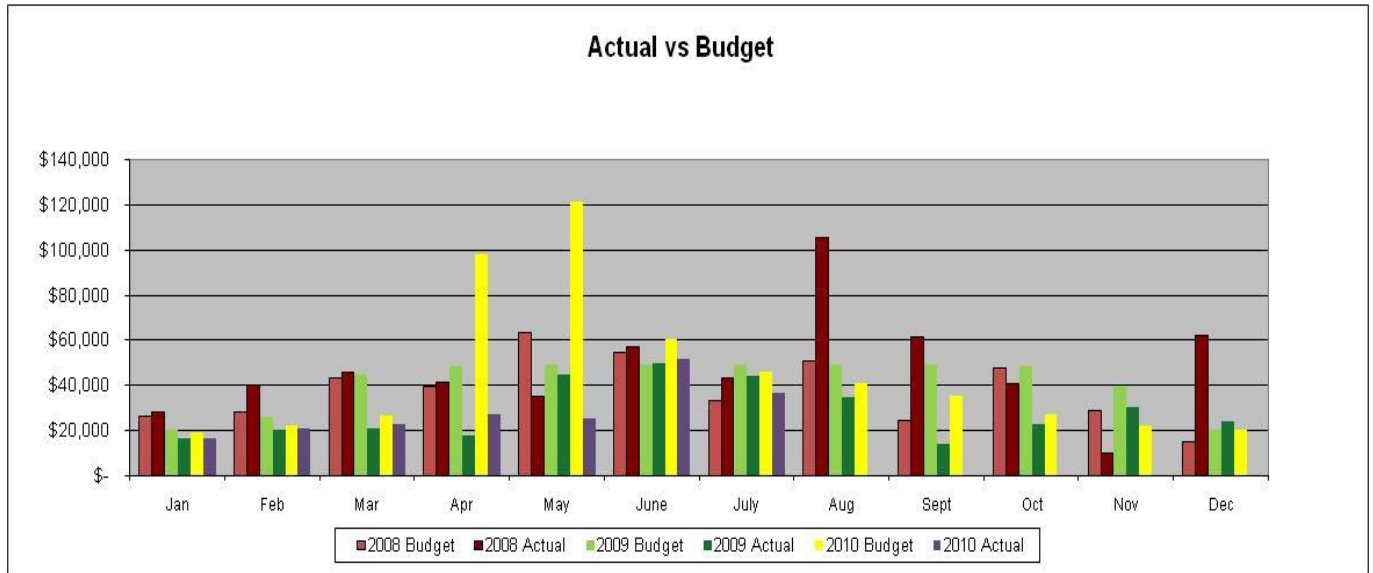
Total revenue – July monthly revenue was \$36,535 compared to \$44,278 in 2009. YTD \$200,336 in revenue has been collected, which is 51% of the 2010 projected budget of \$394,312. We anticipated \$130,593 in The Freedom Grant and EECBG Stimulus Grant that will come in later this year. Factoring out the grant we are at 76% of budget.

P & E Special Projects

- **Breakfast with P&D** – July's Breakfast with Planning and Development was held at the South Chamber of Commerce building at University and Arapahoe. Topics included the 2009 International Code Adoption and the Transportation Master Plan. Approximately 15 people were in attendance. The August session will be on the east side of town and is planned for August 19th.
- **EECBG Grant/Paperless Review** – In July, several systems were purchased to test software and technology. In August, the rest of the workstations will be ordered and procedures will be developed for customers to submit digital plan sets.
- **Bus Bench Grant** – The bid packets for concrete work are currently being drafted and will be combined with the bid for the in-fill sidewalk projects. Bid for the work will take place in September. Ordering the benches along with the environmental clearance should take place in October or November.

Revenue

In July, the total revenue received was \$36,535. YTD the Planning & Engineering revenues of \$200,336 are roughly 51% of the projected 2010 YTD budget of \$394,312.

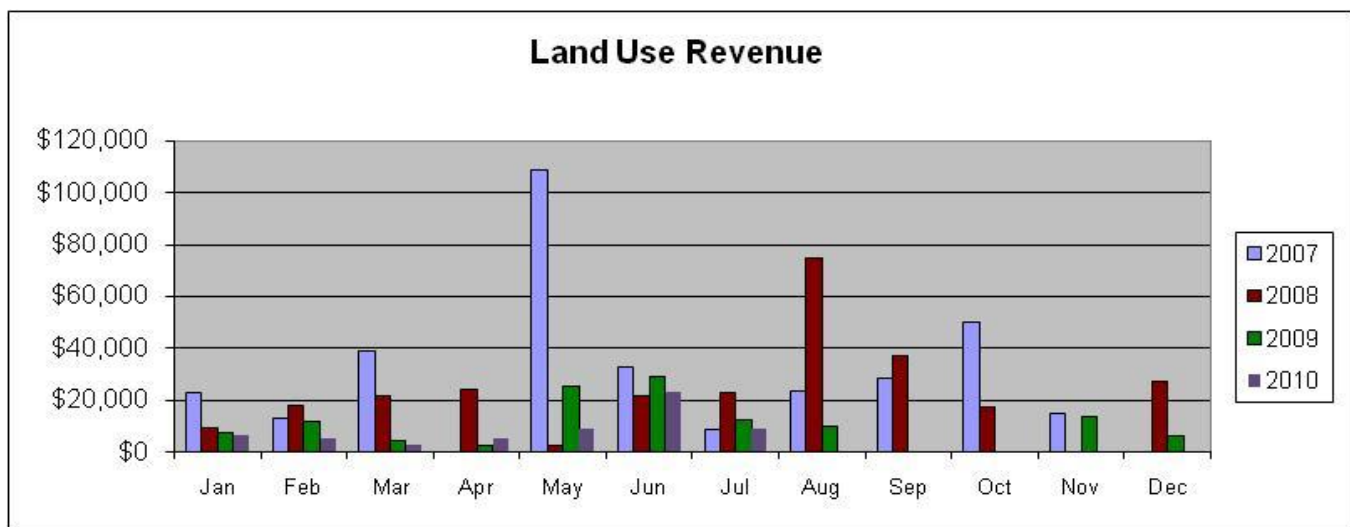
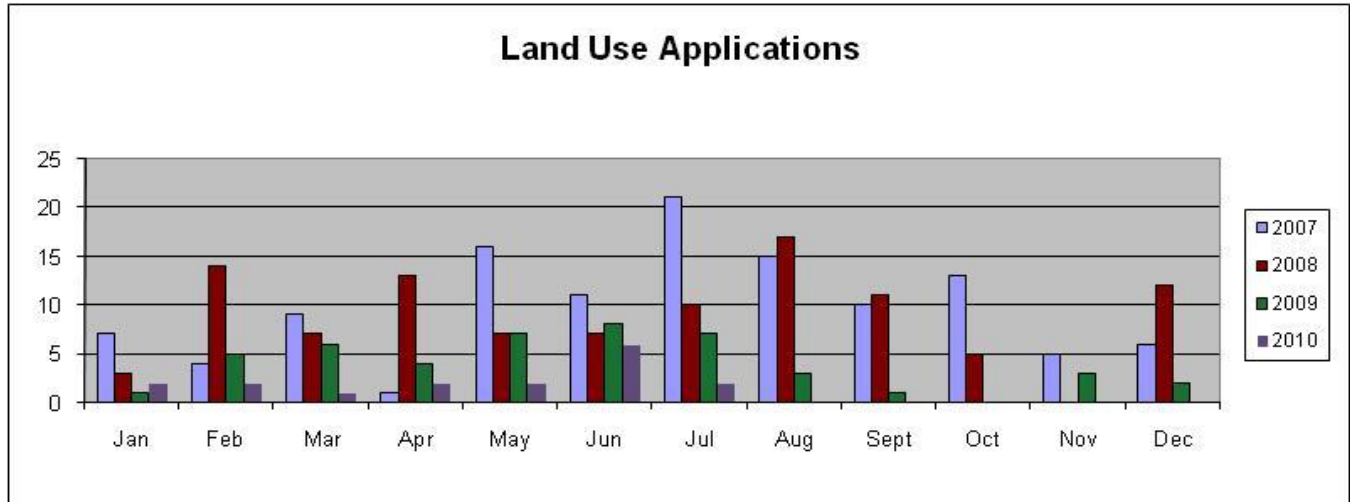


April/May revenues were projected to be higher based on the City receiving The Freedom Grant for Bus Bench and EECBG Stimulus Grant for Paperless Review of \$65,296 each month or \$130,593.

- **Land Use Applications** – YTD \$55,845 in revenue has been collected, which is below the 2010 projected budget of \$115,400.
- **Fence Permits** – YTD \$13,884 in revenue has been collected, which is above the 2010 projected budget of \$8,900.
- **Sign Permits** – YTD \$40,324 in revenue has been collected, which is above the 2010 projected budget of \$38,100.
- **Right-of-Way Permits** – YTD \$10,458 in revenue has been collected, which is above the 2010 projected budget of \$10,400.
- **Subdivision Improvement Agreements** – YTD \$4,000 in revenue has been collected, which is below the 2010 projected budget of \$6,000.
- **Construction Drawings** – YTD \$15,500 in revenue has been collected, which is above the 2010 projected budget of \$12,000.
- **Infrastructure Inspection** – YTD \$11,547 in revenue has been collected, which is above the 2010 projected budget of \$1,750. \$6047 of the \$11,547 is associated with IKEA.
- **Legal Fees** – YTD \$16,176 in revenue has been collected, which is below the 2010 projected budget of \$21,000.
- **CMRS Fees** – YTD \$11,250 has been collected, which is above the 2010 projected budget of \$8,169.
- **Other Fees** – YTD \$10,685 has been collected, which is below the 2010 projected budget of \$42,000. This budget amount includes all miscellaneous fees and revenue including Engineering hours from Open Space. We have received 0 from the Freedom Grant and the budget YTD is \$130,593. These monies will be coming in later this year.
- **City & County Use Tax** – YTD \$10,667 has been collected in City, County and Supplemental Use Tax. We began separating this tax from the total permit fees in April of 2010.

Land Use Applications

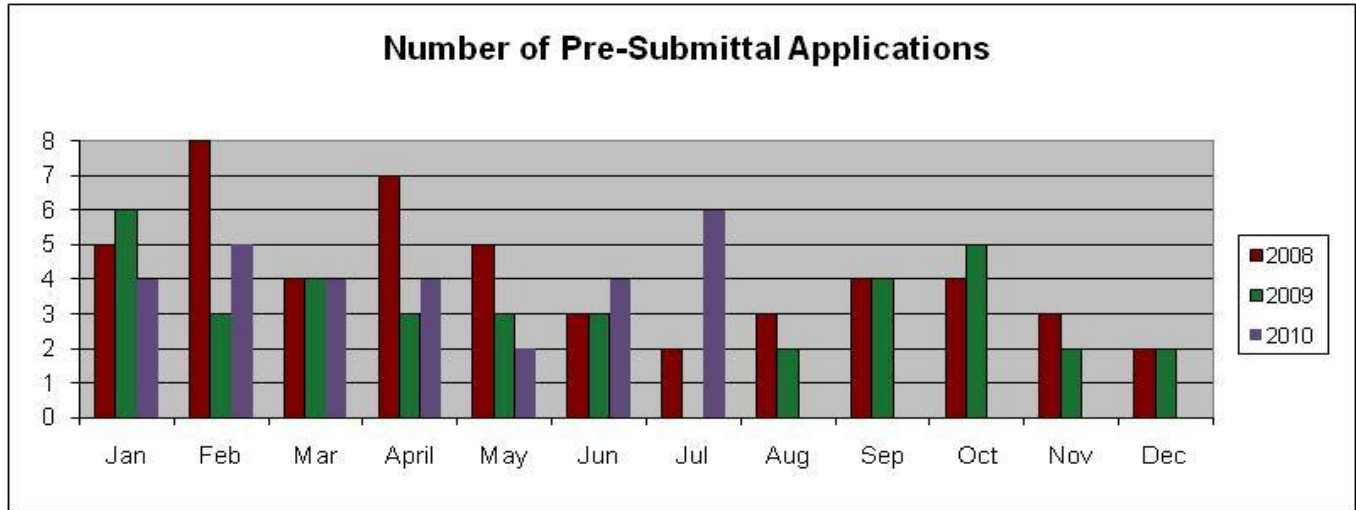
In July, the City received 2 land use applications with \$5,694 in monthly revenue. This revenue includes a Zoning Verification Letter and Street Name Change. YTD land use application activity is lower than the previous year and YTD revenues are lower. YTD applications for 2010 are 17 compared to 38 in 2009. YTD revenues for 2010 are \$55,845 compared to \$93,144 for 2009.



Land Use Applications Submitted (July 2010)		
Land Use Case Number	Project Name	Open Date
LU-10-00057	AA Vision Group 6782 S. Potomac Street	07/16/2010
LU-10-00058	Replat 5980 S. Ogden Ct/1001 Pinewood	07/16/2010
PZ-10-00059	Zoning Verification Letter 9604 E. Easter Ave	07/16/2010
SNC-10-00060	Street Name Change IKEA Way	07/19/2010

Pre-Submittal Applications

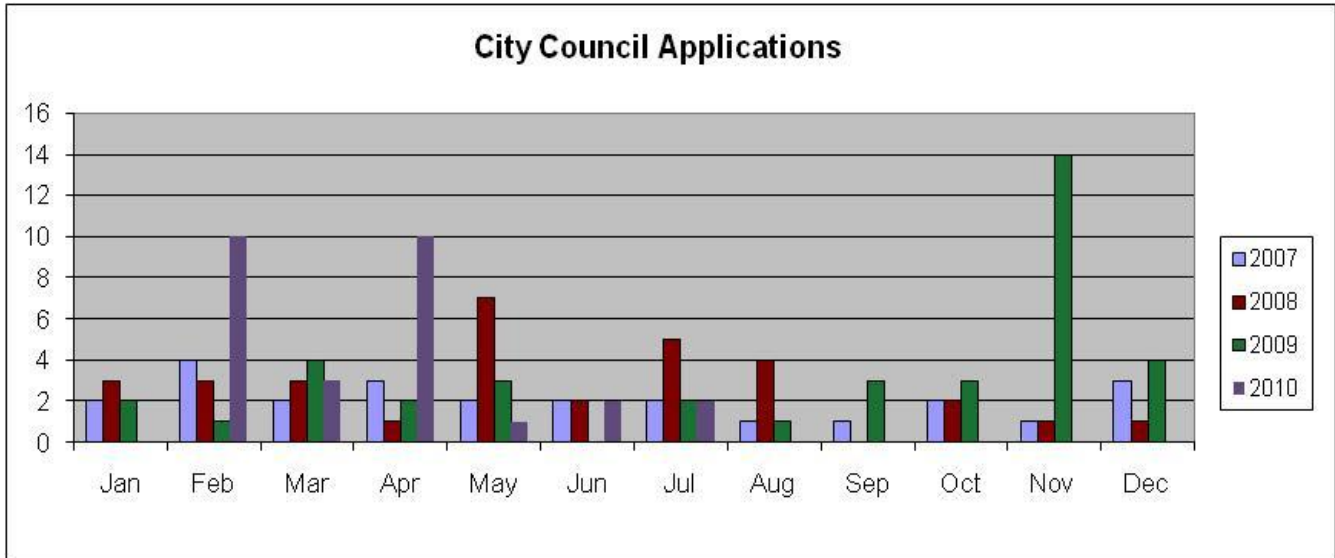
In July, the City received 6 pre-submittal applications compared to 0 in 2009. YTD pre-submittal activity is higher than the previous year. YTD total applications received for 2010 are 29 compared to 22 for 2009. The City began tracking pre-submittal applications in 2008.



Pre-Submittal Applications Submitted (July 2010)		
Pre-submittal Case Number	Project Name	Open Date
PS-10-00053	Executive Center Southgate	07/06/2010
PS-10-00054	Church of Praise	07/06/2010
PS-10-00056	Applebees FDP AA	07/01/2010
PS-10-00061	King Soopers Drive Up Pharmacy	07/21/2010
PS-10-00063	First Bank Drive Up Canopy	07/22/2010
PS-10-00064	6848 Revere Parkway	07/30/2010

City Council

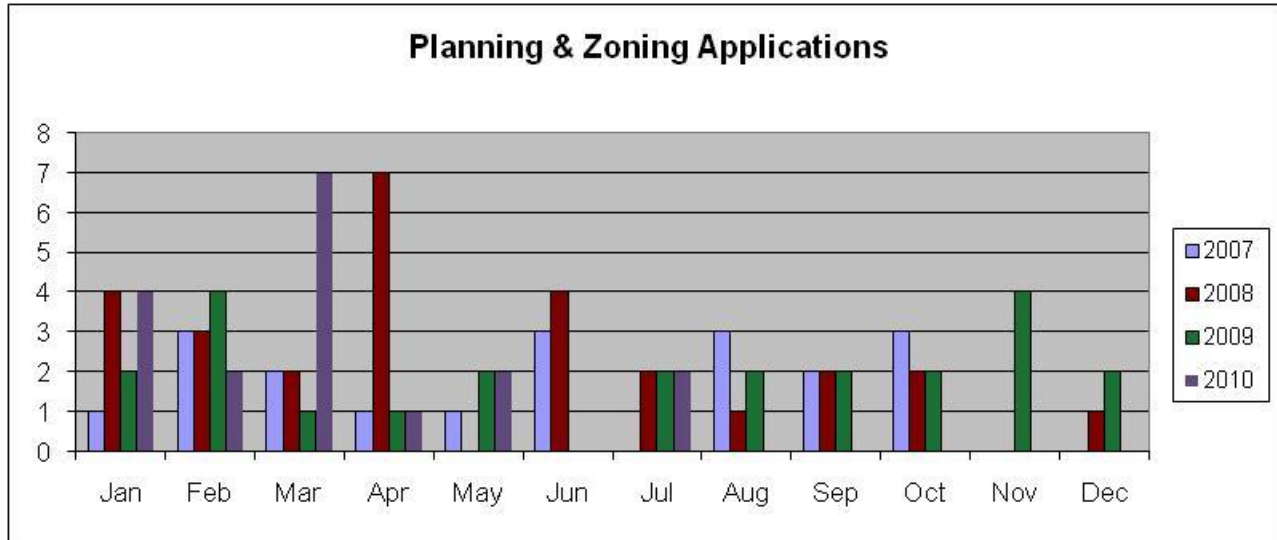
In July, City Council heard 2 Planning and Development projects as compared to hearing 2 in 2009. YTD, City Council has heard 28 development projects as compared to 14 in 2009. **City Council has heard far fewer Land Use applications in 2010, but many more special projects.**



Land Development Projects Heard by City Council (July 2010)				
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Wireless Telecommunications Facilities	NA	7/07/2010	NA
Land Use	RVs in Residential Areas	NA	07/18/2010	NA
Land Development Projects Scheduled for City Council (August 2010)				
Description	Case Name	Case Number	Hearing Date	
Land Use	Transportation Master Plan – Joint Meeting with P&Z	NA	08/09/2010	

Planning & Zoning Commission

In July, the Planning & Zoning Commission heard 2 development projects as compared to hearing 2 in 2009. YTD, the Planning & Zoning Commission has heard 18 development projects as compared to 12 in 2009.



Land Development Projects Heard by PZ Commission (July 2010)

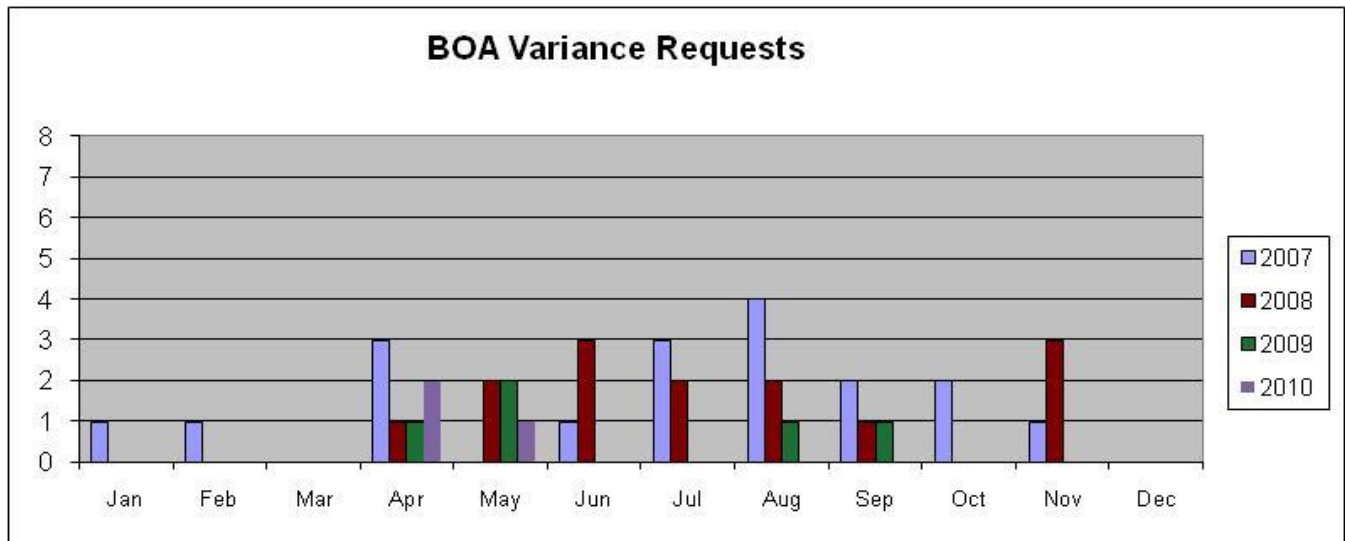
Description	Case Name	Case Number	Hearing Date	Action
Land Use	Wireless Telecommunications Facilities	NA	07/07/2010	NA
Land Use	RVs in Residential Areas	NA	07/19/2010	NA

Land Development Projects Scheduled For PZ Commission (August 2010)

Description	Case Name	Case Number	Hearing Date
Land Use	Transportation Master Plan – Joint Meeting with P&Z	NA	08/09/2010

Board of Adjustment

In July, the Board of Adjustment heard 0 variance requests as compared to hearing 0 in 2009. YTD, the Board of Adjustment heard 3 variance requests as compared to 3 in 2009.



Variance Requests Heard by the Board of Adjustment (July 2010)

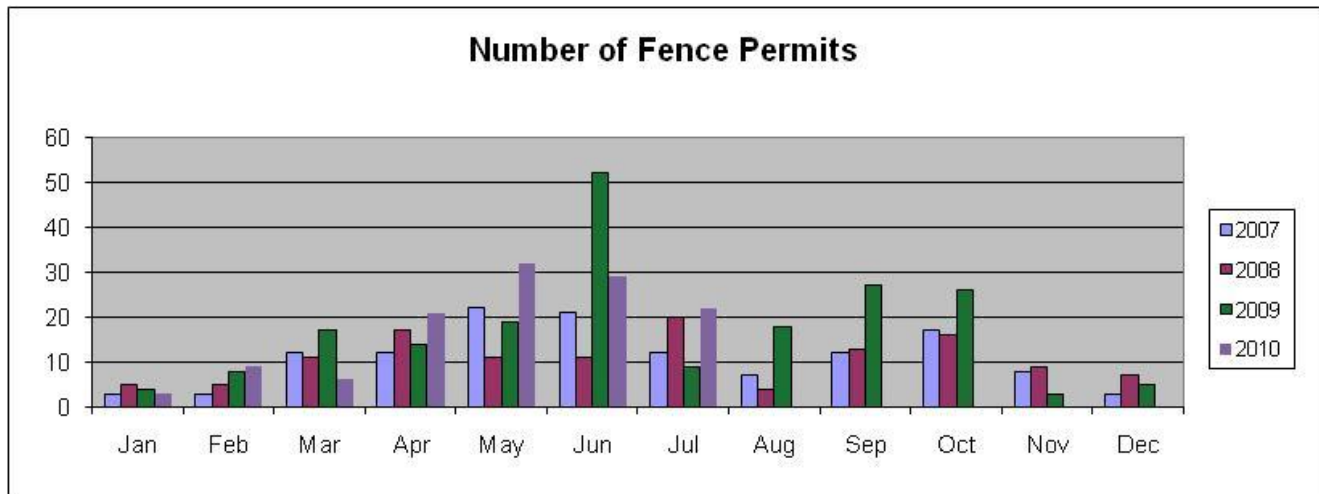
Description	Case Name	Case Number	Hearing Date	Action
BOA	None			

Variance Requests Scheduled for the Board of Adjustment (August 2010)

Description	Case Name	Case Number	Hearing Date
BOA	None		

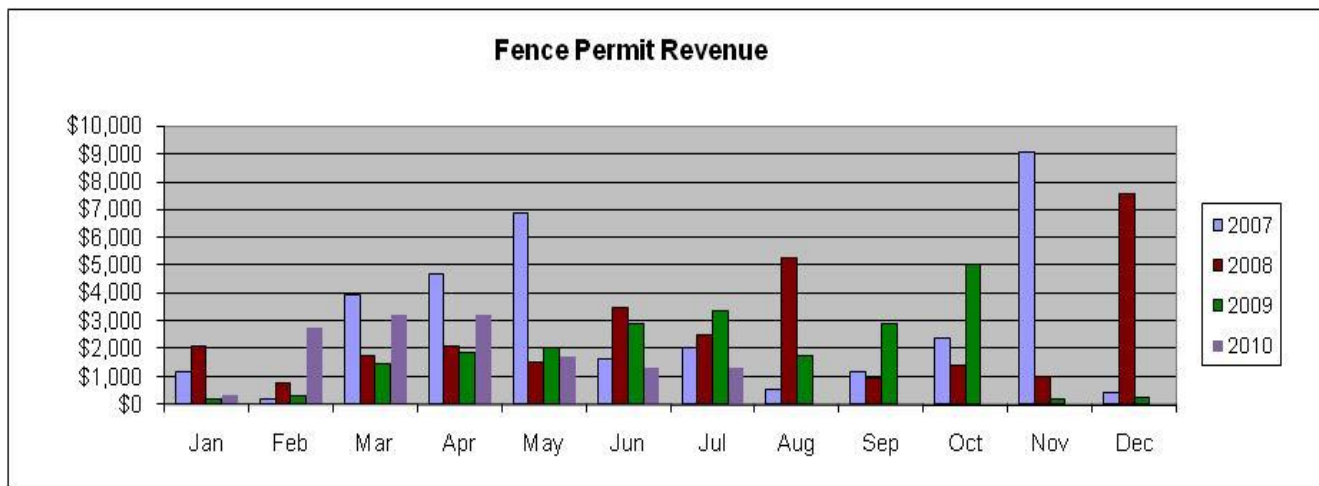
Fence Permits

In July, the City received 22 fence permit applications with monthly revenue of \$1,298. YTD fence permit application activity is slightly lower than the previous year, but YTD revenue is higher. YTD applications for 2010 are 122 compared to 123 for 2009. YTD revenues for 2010 are \$13,884 compared to \$12,142 for 2009. **There were 5 fence permits through Rapid Review Thursdays in July. Average permit wait/processing time for July was 25.2 minutes. This delay in wait time was primarily due to two applicants who had a variance issue. YTD wait/processing time is 21.3 minutes.**



Note: There were 26 fence permits issued in June of 2009 for no fee for City's roadway project.

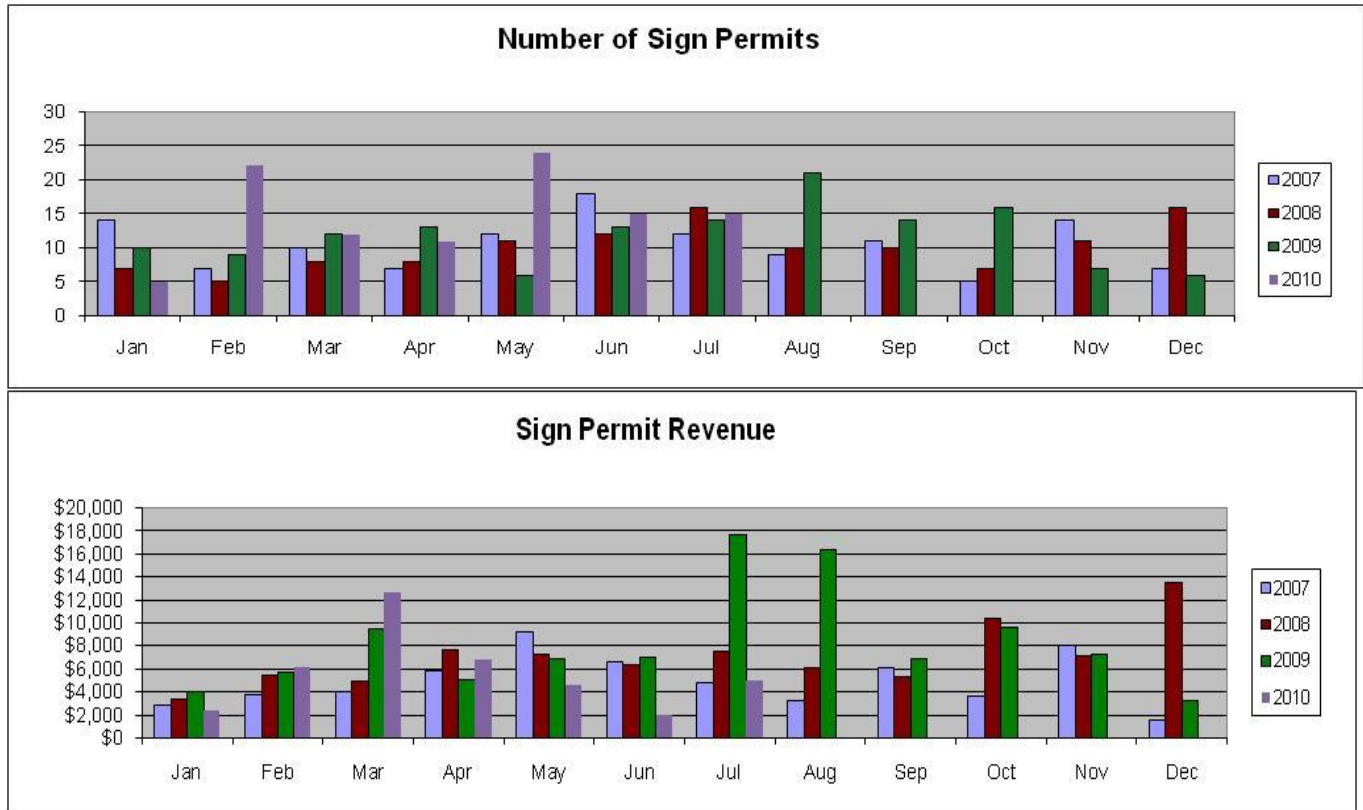
Note: There were 13 fence permits in April (1), May (4), June (6) and July (2) of 2010 for no fee for snowplow damage.



Fence Permits Submitted (July 2010)			
Location	Case Number	Date Received	Date Approved
7874 E. Costilla Blvd	FE-10-80087	07/01/2010	07/01/2010
7874 E. Costilla Blvd	FE-10-80088	07/02/2010	07/02/2010
7690 S. Kit Carson Drive	FE-10-80089	07/02/2010	07/02/2010
7476 S. Eagle Street	FE-10-80090	07/07/2010	07/07/2010
6403 S. Malaya Street	FE-10-80091	07/08/2010	07/08/2010
6513 S. Potomac Court	FE-10-80092	07/09/2010	07/15/2010
7245 S. Grant Street	FE-10-80094	07/09/2010	07/13/2010
7447 E. Davies Place	FE-10-80095	05/13/2009	04/19/2010
7050 S. Broadway	FE-10-80096	07/12/2010	07/21/2010
66617 E. Orchard Place	FE-10-80097	07/13/2010	07/22/2010
6637 E. Orchard Place	FE-10-80098	07/13/2010	
8264 S. Jackson Street	FE-10-80099	07/13/2010	07/13/2010
6683 E. Phillips Avenue	FE-10-80100	07/14/2010	
8244 S. Jackson Street	FE-10-80101	07/14/2010	07/20/2010
11 E. Easter Avenue	FE-10-80102	07/15/2010	07/15/2010
17256 E. Prentice Drive	FE-10-80103	07/15/2010	07/15/2010
6683 E. Phillips Avenue	FE-10-80104	07/21/2010	07/23/2010
7391 S Quince Street	FE-10-80105	07/22/2010	07/22/2010
17732 E Crestline Place	FE-10-80106	07/26/2010	
7738 Krameria Court	FE-10-80107	07/28/2010	
5610 S. Ireland Way	FE-10-80108	07/29/2010	07/29/2010
7818 S. Zeno. Street	FE-10-80109	07/29/2010	07/29/2010
Average Approval Time – Business Days			2.1 Day

Sign Permits

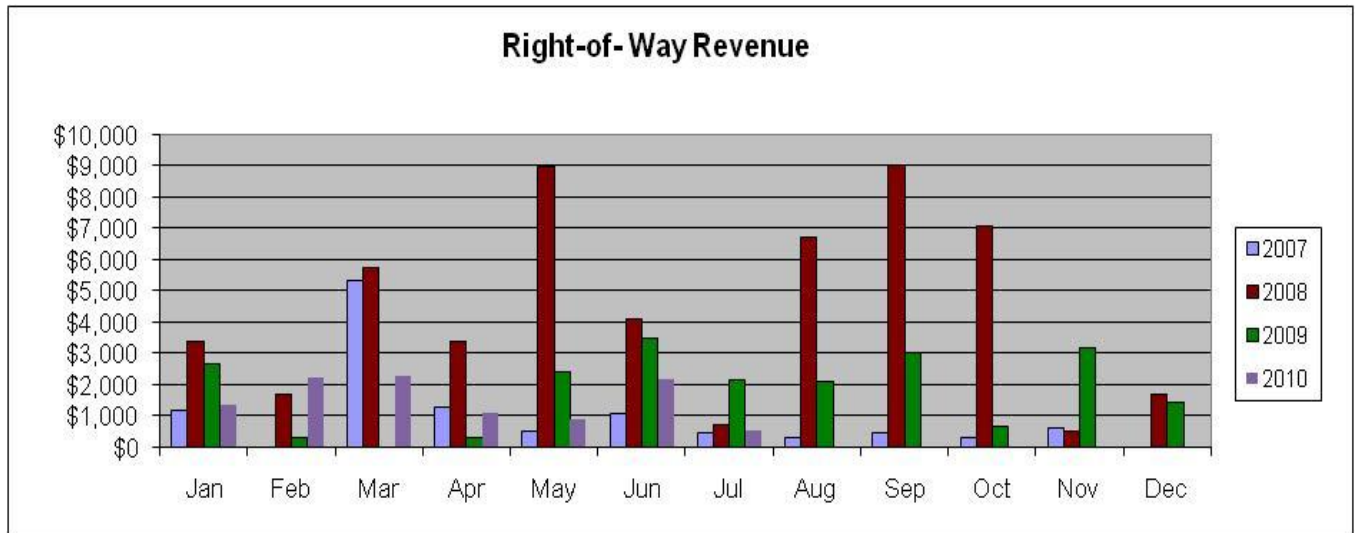
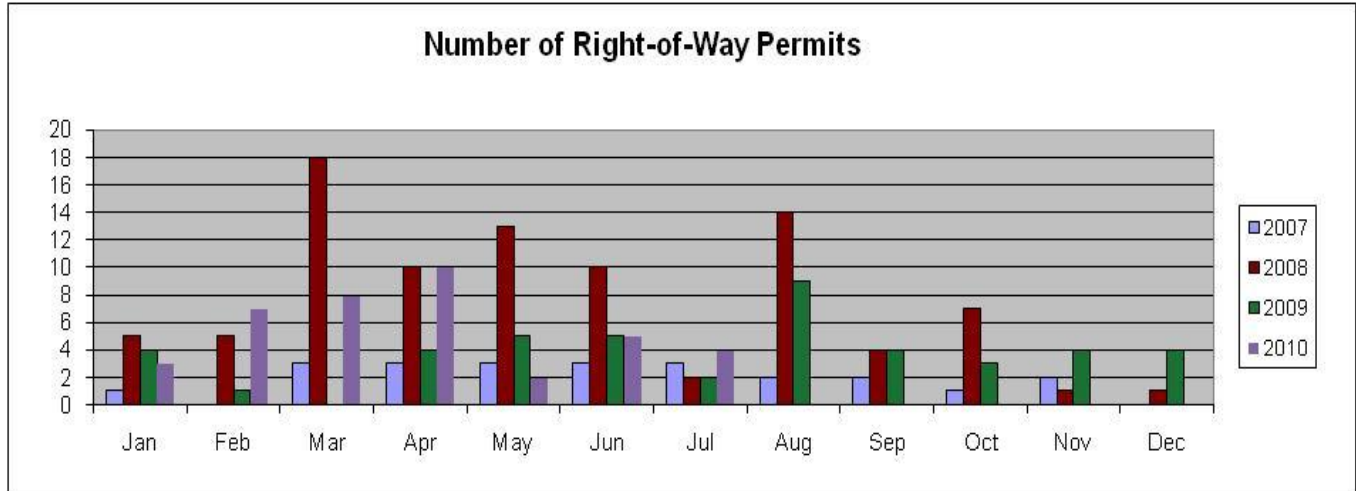
In July, the City received 15 sign permit applications with monthly revenue of \$5,090. YTD sign permit application activity is higher than the previous year, and YTD revenues are lower. YTD applications for 2010 are 104 compared to 77 issued for 2009. YTD revenues for 2010 are \$40,324 compared to \$56,016 for 2009. **There was 1 sign permit through Rapid Review Thursday in July. Average permit wait/processing time in July was 17 minutes. Average permit wait/processing time is 17.3 minutes.**



Location	Case Number	Date Received	Date Approved
6830 S. Yosemite Street	SG-10-90051	07/06/2010	
6830 S. Yosemite Court	SG-10-90052	07/06/2010	07/23/2010
5616 S. Gibraltar Way	SG-10-90053	07/06/2010	07/23/2010
5616 S. Gibraltar Way	SG-10-90054	07/06/2010	07/23/2010
8006 E. Arapahoe Road	SG-10-90055	07/07/2010	07/12/2010
8260 S. Holly Street	SG-10-90056	07/02/2010	
2154 E. Commons Avenue	SG-10-90057	07/08/2010	07/14/2010
14678 E. Easter Avenue	SG-10-90058	07/09/2010	08/02/2010
7050 S. Broadway	SG-10-90059	07/12/2010	07/21/2010
12201 E. Arapahoe Road	SG-10-90066	07/15/2010	07/15/2010
6292 S. Parker Road	SG-10-90067	07/16/2010	07/19/2010
12201 E. Arapahoe Road	SG-10-90068	07/20/2010	07/20/2010
2501 E. Arapahoe Road	SG-10-90069	07/20/2010	07/23/2010
20921 E. Smoky Hill Road	SG-10-90070	07/21/2010	07/29/2010
20269 E. Smoky Hill Road	SG-10-90071	07/29/2010	08/02/2010
Average Approval Time – Business Days			6.2 Days

Right-of-Way Permits

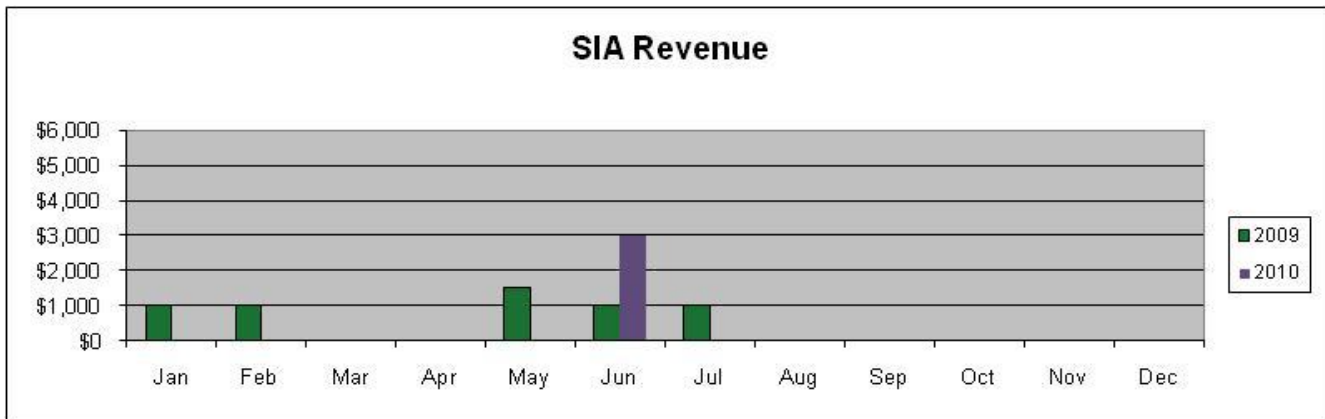
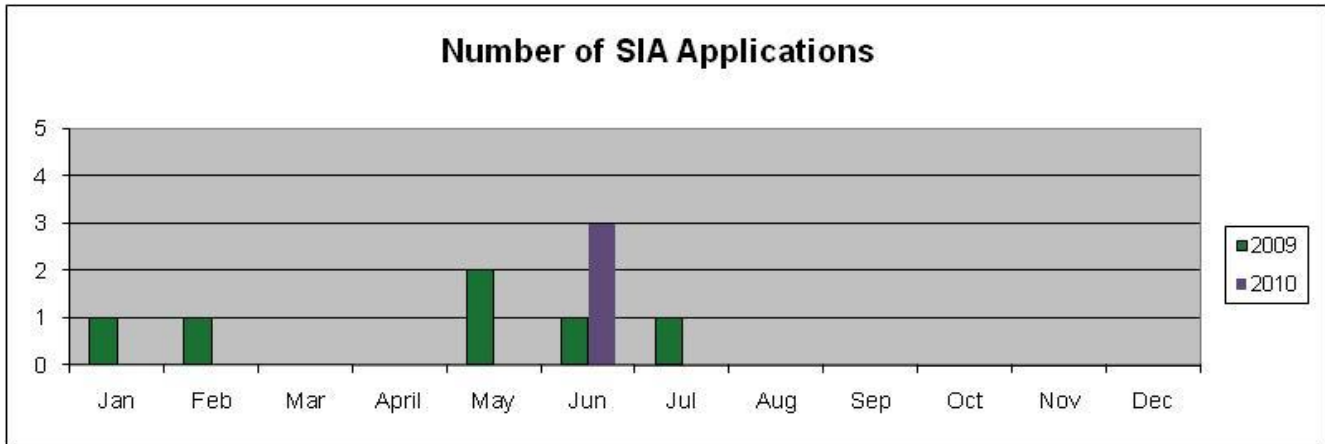
In July, the City received 4 right-of-way permit applications with monthly revenue of \$470. YTD right-of-way permit application activity is higher than the previous year, and YTD revenues are lower. YTD applications for 2010 are 39 compared to 21 for 2009. YTD revenues for 2010 are \$10,458 compared to \$11,367 for 2009.



Location/Contractor	Permit Number	Date Received	Date Approved
7075 S. Lima Street	LRW 10-40023	07/09/2010	07/09/2010
5000 E. Dry Creek Road	LRW 10-40024	07/09/2010	07/09/2010
2390 Crabtree Drive	LRW 10-40025	07/09/2010	
5000 E. Dry Creek Road	LRW 10-40026	07/09/2010	07/09/2010

Subdivision Improvement Agreements (SIA)

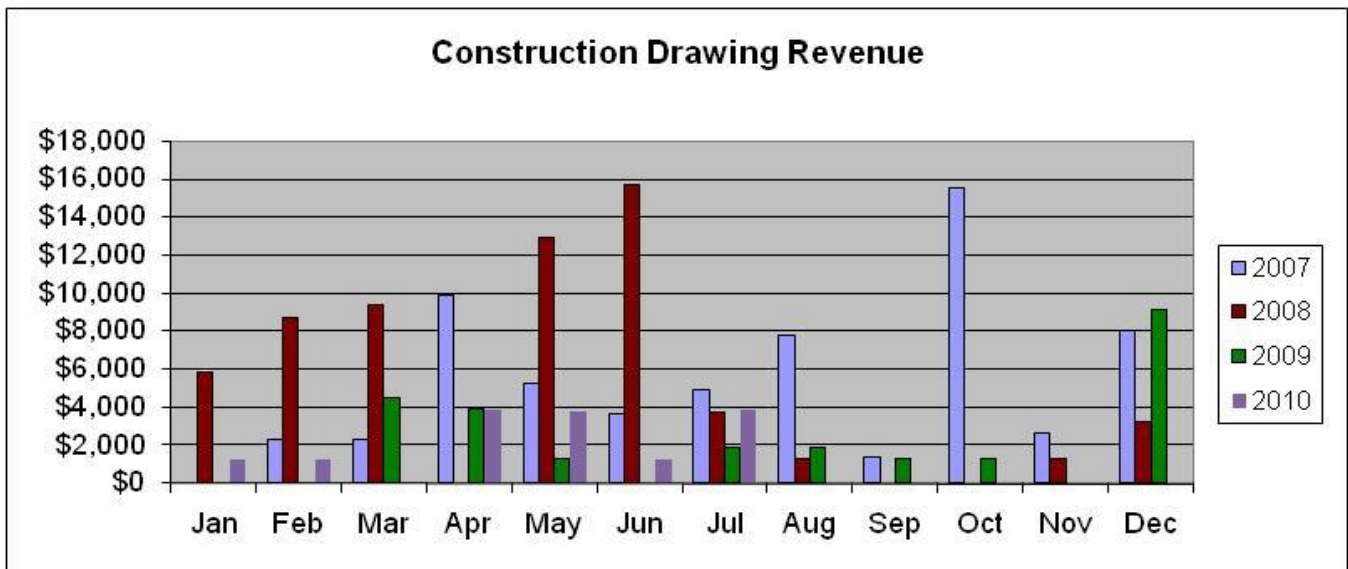
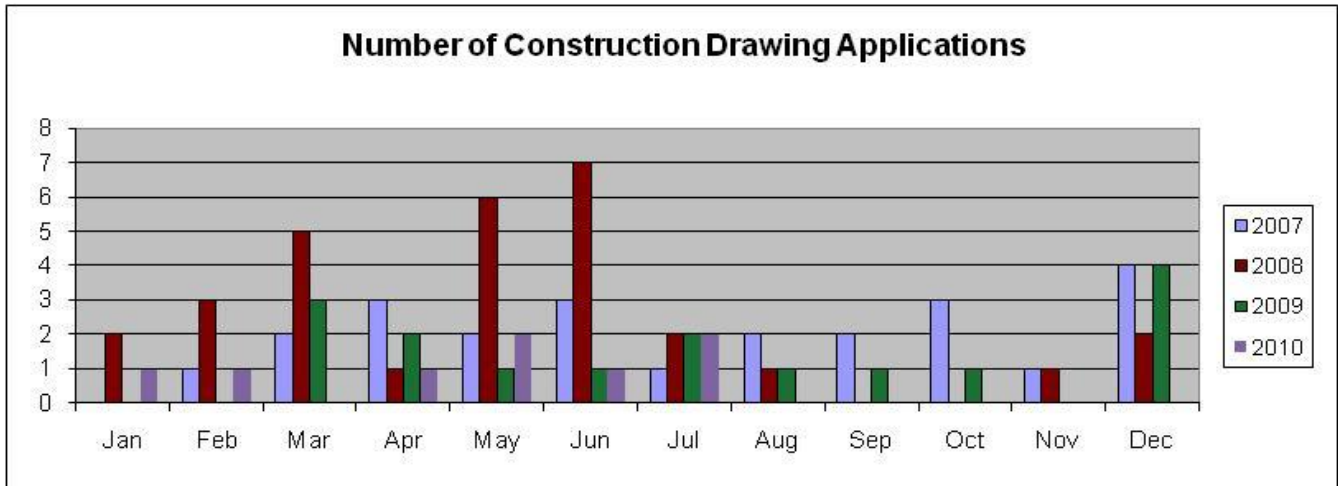
In July, the City received no SIA/PIA applications compared to 1 in 2009. The monthly revenue of \$0 is lower than 2009 which was at \$1,000. YTD SIA applications for 2010 are 4 compared to 6 in 2009. YTD revenues for 2010 are \$4,000 compared to \$6,000 in 2009. We began tracking SIA's in 2009.



SIAs Submitted (July 2010)			
Description	Case Name	Case Number	Date Application Accepted
SIA	None.		

Construction Drawings (CD)

In July, the City received 2 CD applications with \$3,900 in monthly revenue. YTD CD permit application activity is lower than the previous year and YTD revenues are higher. YTD applications for 2010 are 8 compared to 9 for 2009. YTD revenues for 2010 are \$15,500 compared to \$11,600 for 2009.



CDs Submitted (July 2010)			
Description	Case Name	Case Number	Date Application Accepted
CD	Cherry Knolls Retail Center	CD-10-00062	07/21/2010
CD	Covenant Community Church	CD-10-00055	07/06/2010

The Engineering Division approved 2 CDs in July
 LU-0906-003 – Vista Verde
 LU-0907-005 – Trice Jewelers

Infrastructure Inspections

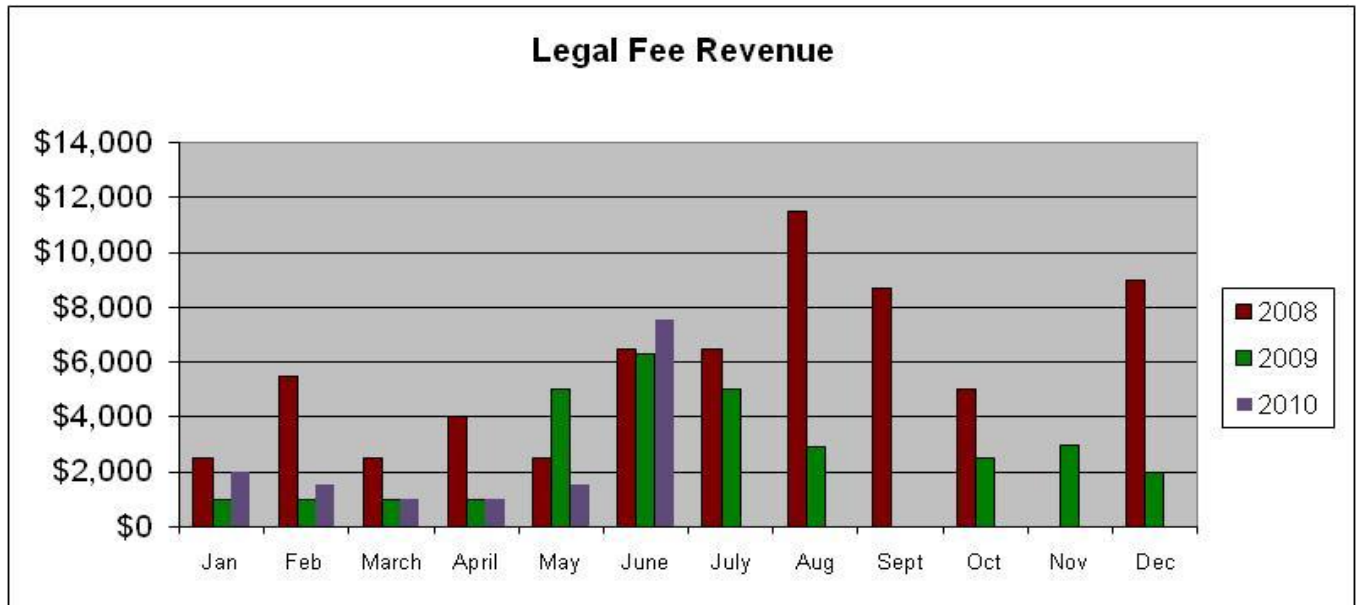
In July, 16 individual projects/sites were inspected and \$4,500 in revenue was collected. City staff spent a total of 75 hours performing these inspections compared to 110 hours in 2009. YTD revenue for 2010 is \$11,547 compared to \$1,000 in 2009.



Infrastructure Inspections (July 2010)		
General Location	Case Name	Status
Arapahoe and University	Streets at Southglenn	Under Construction
Picadilly & Smoky Hill	Huntington Park n Ride	Under Construction
Parker Road and Arapahoe Road	Centennial Center Filing 2	Under Construction
Dry Creek & Eudora	Lifetime Fitness	Under Construction
Smoky Hill & Picadilly	Sprouts	Under Construction
Smoky Hill Road & Picadilly	Bridges @ Smoky Hill	Under Construction
Otero Ave. & Dayton Street	IKEA	Pre Construction
Broncos Parkway & Parker	Tagawa Access	Under Construction
Parker Road @ S. Lewiston	Lazy Hills	Under Warranty
Humbolt & Orchard Road	Orchard Estates	Under Construction
Arapahoe & Holly	Our Father Luthern	Under Warranty
Chester & County Line	Ethan Allen	Under Warranty
Broadway & Costilla	Vista Verde	Under Construction
University & Arapahoe Road	Trice Jeweler	Under Construction
Breakaway Sports	Arapahoe & Race	Under construction
County Line Road & Niagara	Foxridge VIII	Under Warranty

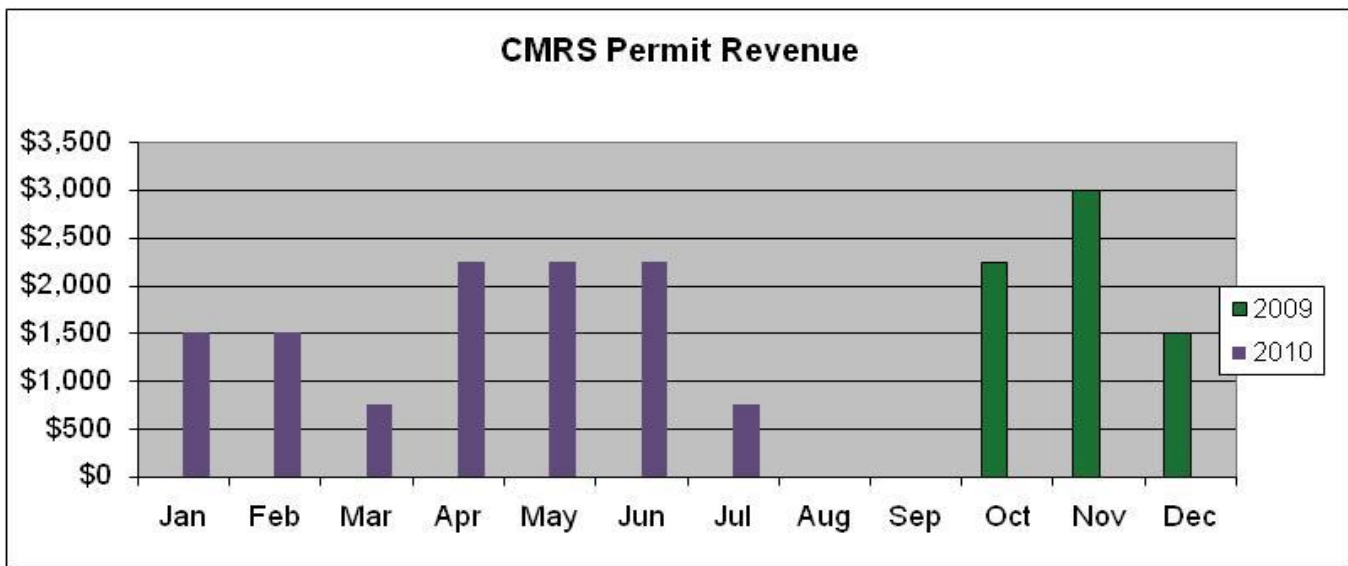
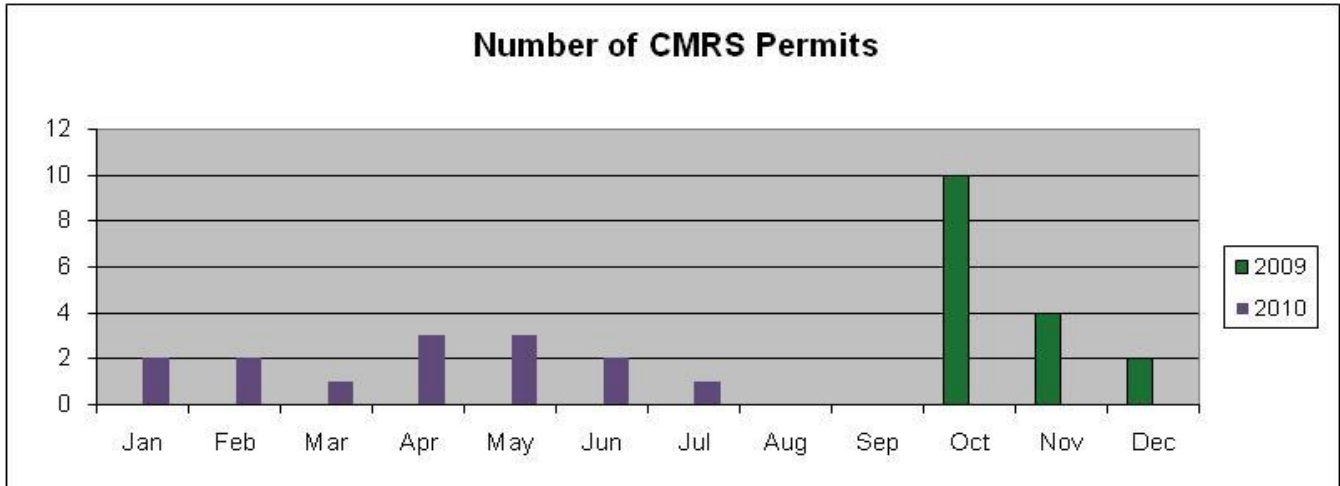
Legal Services

In July, a total of \$1,676 in revenue was received for legal services. YTD revenues for 2010 are \$16,176 compared to \$20,300 for 2009. Legal fees are collected to cover actual legal costs and do not impact the final budget in a negative or positive way.



CMRS Permits

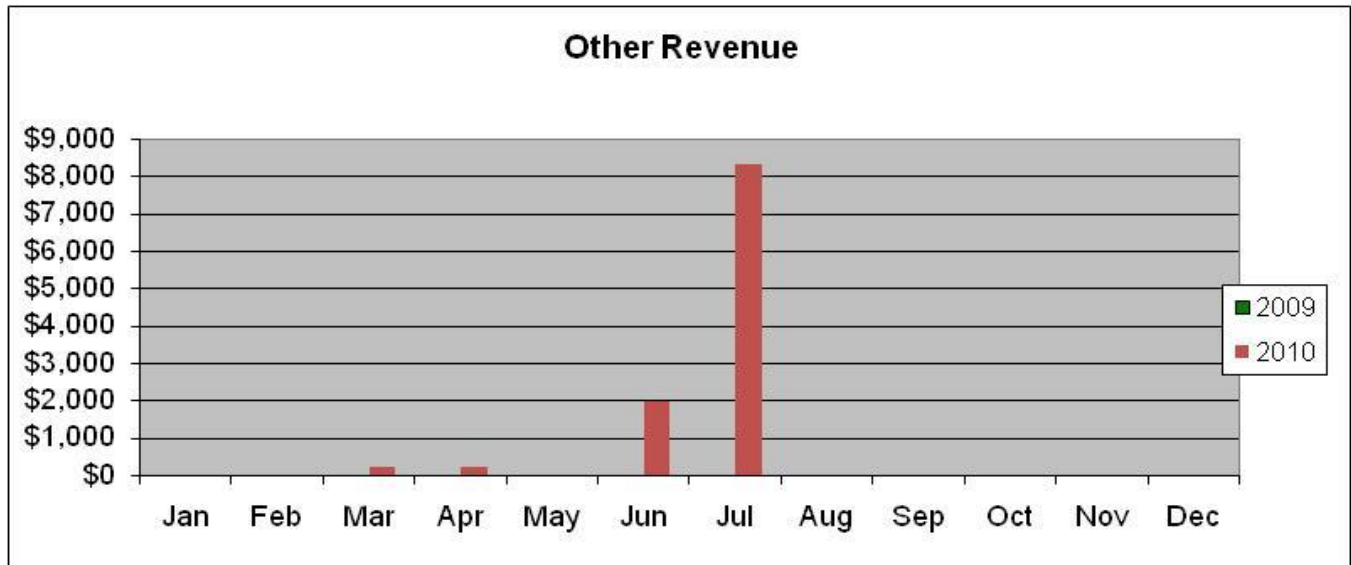
In July, we received 1 CMRS permit for \$750 in revenue. YTD revenues for 2010 are \$11,250, which is above the 2010 projected revenue of \$8,169 and above the 2009 revenue of \$0. CMRS permit tracking began in January 2009.



CMRS Permits (July 2010)		
Project or Location	Case Number	Date Received and Issued
7009 S. Jordan Road	CMR-10-70008	07/13/2010

Other & Miscellaneous Fees

In July, we received \$8,328 in revenue for other fees and miscellaneous. YTD revenues for 2010 are \$10,685, which is below the 2010 projected revenue of \$42,000 and above the 2009 revenue of \$0.



Note: Government grants of \$130,593 are expected and budgeted in 2010. This amount is budgeted under Land Use application revenue

City, County and Supplemental Use Tax collected was \$4,829, YTD \$10,667. We began separating this amount from permits in April 2010.

City Work Orders

In July, Centennial Engineers worked on no CWOs. YTD value provided total is \$0.

CWOs Worked on by City (July 2010)		
Description	Hours	Value
	None	

The City has to outsource a specific aspect of reviews to an engineering consultant. In July, consultant time on CWOs totaled 0 hours at a cost of \$0. This is an additional cost to the City being paid for from the Land Use Fund. YTD costs total is \$0.

CWOs Worked on by Consultants (July 2010)		
Description	Hours	Fee
	None	

When Engineering Division spends time on Open Space Projects the hours are billed as revenue. This revenue will be reflected in "Other & Miscellaneous Fees" section of this report.